



Guidelines	
Version	1.0
Release Date	18/08/2021

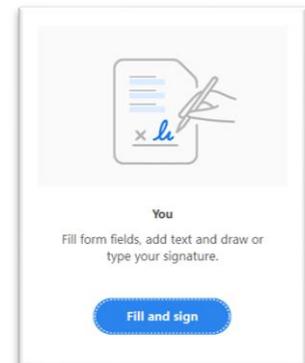
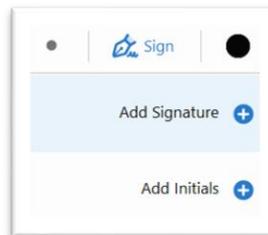
HOW TO SIGN A PDF DOCUMENT USING ADOBE ACROBAT READER ON WINDOWS

Step 1: Open the desired PDF file in **Adobe Acrobat Reader**. 

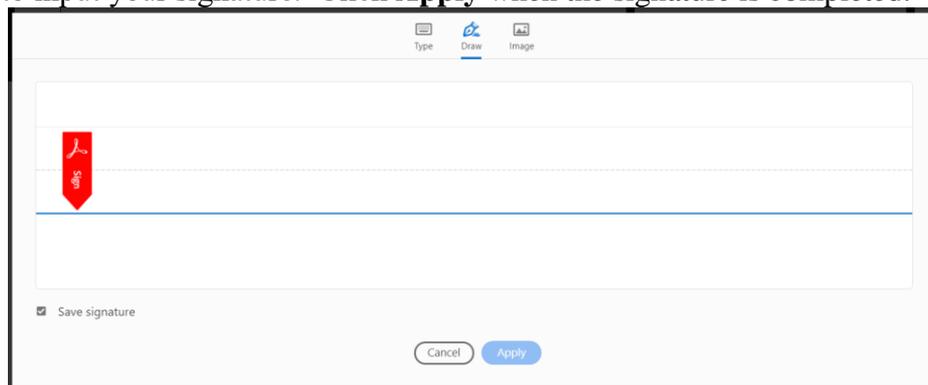
Step 2: On Adobe Acrobat Reader, on right-side vertical panel, click **Fill & Sign**. 

Step 3: On Fill & Sign page, in the “You” section, click **Fill & Sign**.

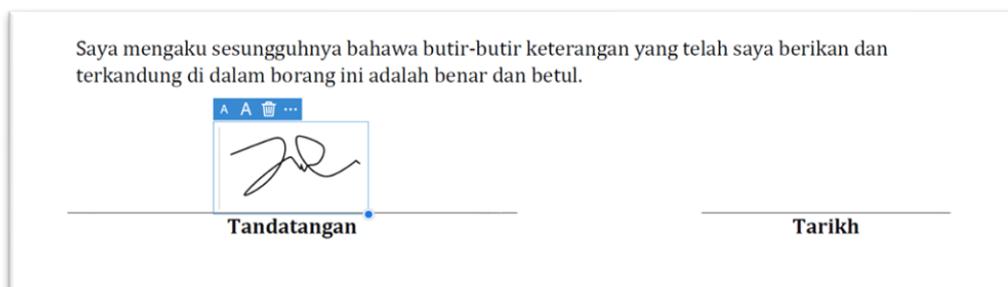
Step 4: At the top panel, select **Sign**.
and click **Add Signature**.



Step 5: At the top panel, select either **Type**, **Draw** or **Image** (if signature is already stored in a file)” to input your signature. Click **Apply** when the signature is completed.



Step 6: Place the signature at the intended space.



Step 7: Click the “**Save**” button to save the signed document.

The signed document can be sent by the signee through email as an attachment.

IMPORTANT: For legitimacy of receiving or releasing a signed document, use and trust only the formal communication sources, eg. signee’s email.



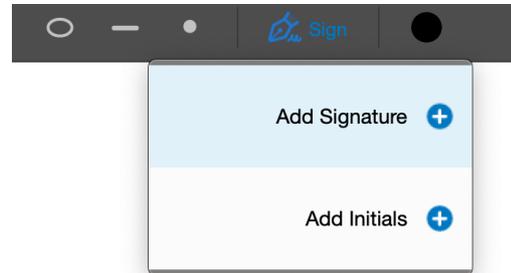
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HOW TO SIGN A PDF DOCUMENT USING ADOBE ACROBAT READER ON MAC

Step 1: Open the desired PDF file **Adobe Acrobat Reader DC application**

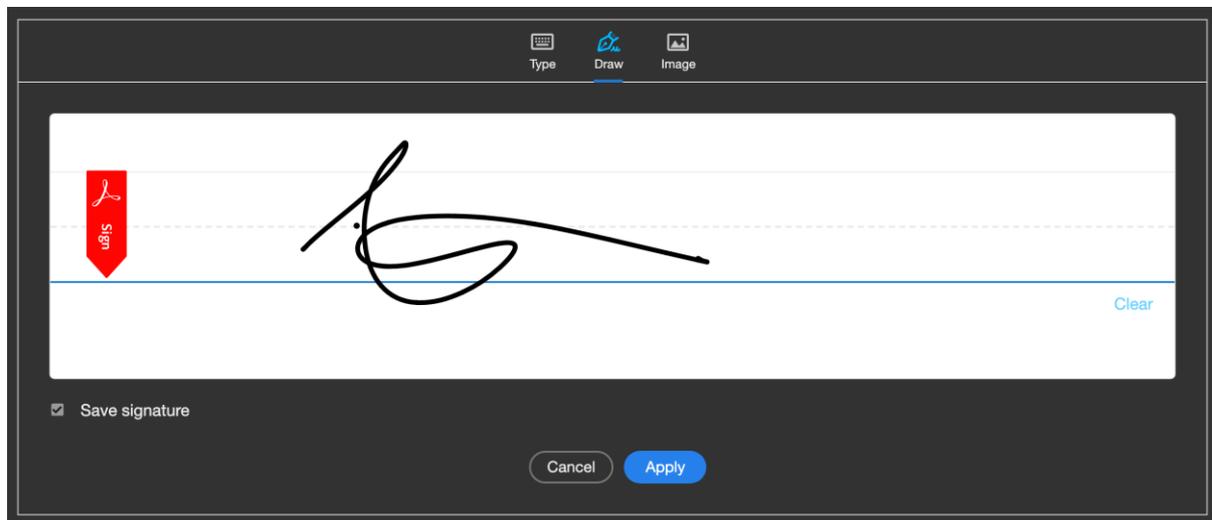


Step 2: Click the **Sign** button located at the top horizontal menu.

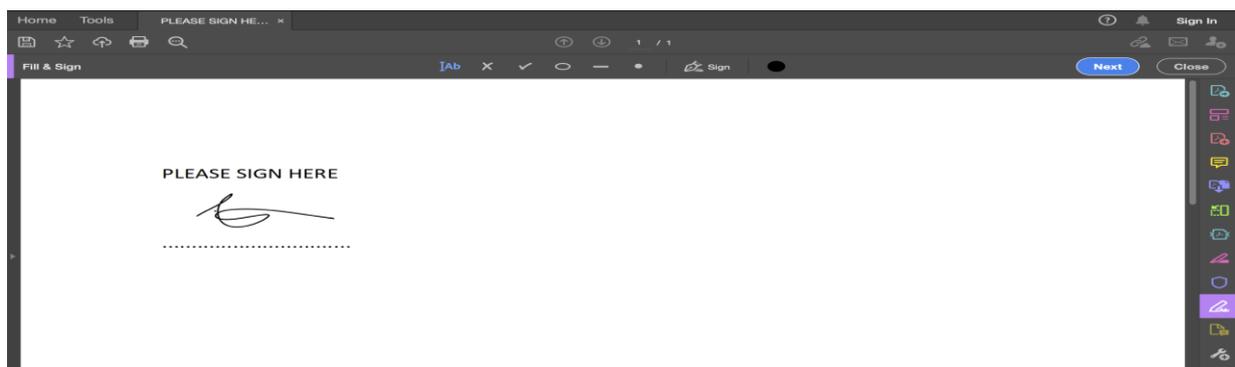


Step 3: At the pop-up display, select **Add Signature**.

Step 4: At the top panel, select either **Type**, **Draw** or **Image** (if signature is already stored in a file) to input your signature. Click **Apply** when the signature is completed.



Step 5: Place the signature to the intended space.



Step 6: Click the **“Save”** button to save the signed document.

The signed document can be sent by the signee through email as an attachment.

IMPORTANT: For legitimacy of receiving or releasing a signed document, use and trust only the formal communication sources, eg. signee's email.